



Job Description

TITLE:	Personnel Director	JOB CODE:	1910
DEPARTMENT:	Personnel	FLSA:	Exempt
SALARY RANGE:	\$44,390 - \$66,585	CLASSIFICATION:	Non-Classified
PREPARED:	June 2006	UPDATED:	August 2006

Summary: Under administrative direction, directs, oversees and administers personnel functions including employee relations, recruitment and selection, compensation and benefits, employee training and development, employee health and safety, employee records and supervision of subordinate staff; ensures compliance with applicable federal, state and local laws and regulations.

Representative Job Duties: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Manages assigned staff; prioritizes and assigns tasks and projects; counsels, coaches and instructs employees as required; develops staff skills and ensures performance evaluations are conducted.
- Designs, implements, administers and communicates the City's recruitment and selection programs, employee benefits program, classification and compensation program, training and development, employee relations and employee safety and health programs.
- Provides human resources leadership and counsel to all City departments; counsels department staff in regards to personnel policies, procedures and processes; interprets and provides advice and assistance regarding employment issues; ensures activities are in compliance with federal, state and local laws and regulations.
- Interprets, implements and enforces City and Department policies and procedures.
- Develops and implements department objectives, policies and procedures.
- Develops and monitors department budget; monitors expenditures to achieve budget targets; prepares staff reports, studies and analysis of related personnel and employee issues; recommends and implements changes to existing policies.
- Oversees and monitors personnel record keeping and personnel transaction processing.
- Investigates problems arising from harassment, employee relations issues and employee grievances; conducts hearing and recommends corrective action as appropriate; advises staff and management on policy issues; prepares related reporting documents.
- Administers drug and alcohol testing program; oversees, prepares and monitors unemployment claims, deferred compensation plan activities and retirement systems actions.
- Conducts organizational studies; researches personnel issues and regulations; conducts surveys of comparable organizations; analyzes results, proposes solutions, and calculates implementation costs.
- Provides training to City employees involving human resources issues; conducts specialized training for key personnel on management techniques, policies and procedures.
- Represents the City and the Personnel Department in civic and intergovernmental functions.
- Assists with interviewing prospective employees; makes recommendations on hiring.
- Prepares, conducts and implements new employee and on-going staff training programs
- Serves as liaison to the Civil Service Commission.
- Serves as Acting City Manager when called upon to do so.
- Performs other related duties as assigned.

Required Knowledge and Skills:

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- In depth knowledge of applicable federal, state and local laws, ordinances and regulations governing human resources.
- In depth knowledge of City personnel policies and procedures or equivalent knowledge of and experience in understanding and applying similar policies and procedures of another employer.
- In depth knowledge of the principles, methods and practices of management and supervision.
- In depth knowledge of the principles and practices related to recruiting and selection, employee relations, employee benefits, classification and compensation, training and personnel files and administration.
- In depth knowledge of organization, management and supervisory principles, practices and methods.
- In depth knowledge of the principles and methods of departmental planning and budgeting.
- High degree of skill in assessing and prioritizing multiple tasks, projects and demands.
- High level of skill in working within deadlines to complete projects and assignments.
- High degree of skill in assessing, analyzing, identifying and implementing solutions to complex problems.
- High degree of skill in managing, directing and developing staff.
- High level of skill in developing, articulating and implementing plans for human resource operations.
- High degree of skill in communicating effectively, both orally and in writing.
- High degree of skill in establishing and maintaining effective working relationships with employees, elected and appointed officials and the public.
- High degree of skill in effectively negotiating, mediating and resolving human relations matters.
- High degree of skill in the use of a personal computer and standard business software.

Education, Experience, and Certifications:

- Bachelor's degree in Human Resources, Public Administration, or related field; and five (5) years of professional human resource experience, including three (3) years supervisory experience; or equivalent combination of education and experience which provides the required knowledge, skills and abilities.
- State of Arizona class D driver's license.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration.
- May be subject to bending, reaching, kneeling and lifting such as retrieving files, records and reports.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment.

Approved by Mayor and Council on December 5, 2006